

Sacramento Safety Committee Quarterly Meeting Summary
March 6, 2002
1001 I Street, Conference Room 550

Those who attended:

Julie Solomon, Susan Paul, Rachel Kirlis, Anne Shelby, Gayle Yost, Brent Takemoto, Diane Johnston, and Doug Thompson. Cindy Castronovo and Donald Taylor participated via conference call.

Log 300 Review:

Cal/OSHA has changed the reporting requirements. The Log 200 has been revised to the Log 300 this calendar year. The Log 300 was distributed indicating that two claims have been filed so far this calendar year in Sacramento.

It was also reported that the 2001 Log 200 was posted as required from February 1-March 1. It is no longer required to be posted.

Annual Evacuation Drill:

The Headquarters building will be conducting its *first* full building evacuation drill on April 18.

Safety Inspections:

Theresa Parsley and Craig Sheehy are conducting safety "walk-throughs" of the Headquarters building. They have completed Floors 5, 6, 7, and 8 and the issues are currently being addressed.

Central Mail Opening Information:

The central mailing opening center at the Headquarters building has been discontinued. It can be resumed at any time, if the need should arise.

ASL 02-02 "Motor Vehicle Accident Reporting":

The revised procedures on what to do when involved in a motor vehicle accident while conducting state business is now available. The biggest change was the address of the Office of Risk and Insurance Management. The Std. Form 270 and 269 have also been revised. Std. Form 270 is available for download on ARB's Form Page. The Std. Form 269 has been ordered and will be made available soon. A reminder will be sent to Samantha Lewis to have the revised form placed in all ARB owned vehicles.

Material Safety Data Sheets (MSDS):

Everyone employed at the ARB should know what MSDS are and how they can be obtained.

Indoor Air Quality Contributors:

The March Safety Meeting Ideas discusses the issue of what we may be doing to contribute to indoor air quality problems. "Air-out your dry cleaning (out of the plastic bag) in a garage or on a porch before you wear it. When using cleaning products in the office, use them at the end of the day so it has time to dissipate. Air Freshener products are not allowed in the Headquarters building, perhaps other buildings should consider that ban as well. Launder your workout clothes as often as needed, don't leave them in the office indefinitely. Another thing to watch for and eliminate is mold or pests in your plants."

Card Key Reader Issues:

The March Safety Meeting Ideas discusses the hazard of keeping your card key on a lanyard. When leaning over to pass the card over the reader, use caution in case the door opens suddenly. When going through a door, open it cautiously since there could be a person on the other side waiting to come in.

Business Services Report:

A reminder not to keep a "flipper door" of the modular furniture open permanently and to stack items high on top of them. Also, do not store items in the service elevator lobby for more than one day.

Next Meeting Schedule:

Wednesday, June 19, 2002 at 1:30 PM at 1001 I Street, Conference Room 550.